

**KING COUNTY FIRE PROTECTION DISTRICT NO. 16**  
**DBA NORTSHORE FIRE DEPARTMENT**  
**King County, Washington**  
**January 1, 1995 Through December 31, 1995**

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**Schedule Of Findings**

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1. King County Fire District No. 16 Commissioners Should Provide Detail For Services Performed On Monthly Time Sheets

During our review of commissioner compensation we noted "office review" was provided as an explanation for services rendered on two of the commissioners' time sheets throughout 1995. For each instance, the commissioners received fifty dollars. It was noted in July of 1995, the two commissioners reported "office review" six times with no further documentation on the types of services performed per the requirements designated in District Policy 1630.

District Policy 1630, "Fire Commissioner Compensation" states in part:

A fire commissioner is eligible to receive compensation at the rate specified by RCW Title 52 for the following activities:

1. Attendance at and preparation for regular or special meetings;
2. Serving as a designated representative of the board such as: fire district committees, community development, collective bargaining, special events, etc.
3. Attending board pre-approved training and/or development activities;
4. Engaging in any other activity not listed above, as a member of the board, shall be allowed only upon specific approval of a majority of the members of the board.

RCW 52.14.010 states in part:

Each member shall each receive fifty dollars per day or portion thereof, not to exceed four thousand eight hundred dollars per year, for attendance at board meetings and for performance of other services in behalf of the district.

Given the explanations of "office review," we are unable to determine whether the

services provided are legitimate and are in compliance with the district's own internal policies and procedures. Consequently, it cannot be determined if compensation paid to the commissioners is allowable.

We recommend district commissioners adhere to the guidelines as specified in District Policy 1630 by providing more detail on monthly time sheets.